

**Texas Water Development Board
DWSRF IUP Solicitation Packet
Project Update Guidelines**

Project Information Forms (PIF) submitted for State Fiscal Year (SFY) 2014 will remain active on the Intended Use Plan's (IUP) Project Priority List for up to three years (SFY 2014, 2015, and 2016), or until the project receives a commitment for funding, whichever is sooner. Projects will automatically be included in subsequent project lists and will retain the number of priority points received in the year they were submitted.

Project update forms are now available for entities desiring to update existing project information. Only the relevant sections are necessary in order to update a project currently listed in the IUP. The project update forms are available online at: www.twdb.state.tx.us/financial/programs/dwsrf.asp.

Each section of the Project Information Form (DW-010) has been separated and is available on the agency website at the address above. These files are to be used to update project information only. In order to submit a new project, please review the solicitation packet and complete a new PIF, which can also be found at the website listed above.

- Sections 1-3 PIF Update: general information, service area information, and project category
- Section 4 PIF Update: project description and justification
- Section 5 PIF Update: TCEQ rating criteria
- Section 6 PIF Update: effective management
- Section 7 PIF Update: green project information
- Section 8 PIF Update: refinancing
- Section 9 PIF Update: readiness to proceed to construction
- Section 10-11 PIF Update: estimated costs and authorization and signatures
- SRF-008: Disadvantaged Community Worksheet
- SRF-009: Consolidation Worksheet
- SRF-010: Source Water Protection Worksheet

Submission Deadline	In order to ensure your update is included in the initial Project Priority List for SFY 2015, any update forms must be submitted no later than <u>5:00 PM CT on Monday, March 3, 2014</u> . Update forms received after the deadline will be accepted; however, updates will not be included in the Project Priority List until the TWDB updates the Project Priority List later in the state fiscal year.		
Submission Options Select only one option.	Paper Copy	USPS Mail	Texas Water Development Board Attn: DWSRF IUP Project P.O. Box 13231 Austin, TX 78711
		Overnight Delivery	Rosario Flores Texas Water Development Board Attn: DWSRF IUP Project 1700 N. Congress Ave., Rm. 610B Austin, TX 78701 512-463-4841
	Electronic Copy Files should be named as follows: DW_[entity name]_[original PIF # - PIF to be updated] Example: DW_Austin_10053	Web File Transfer	Register an account at https://www.twdb.state.tx.us/FileTXFR/login.aspx After files have been uploaded, click on the envelope icon to email a web link/notice to marvin.chaney@twdb.texas.gov Note: Pop-ups for this site must be enabled so the notice of your file upload can be submitted.
		Email	DWIUPsubmissions@twdb.texas.gov File size must be <10 MB.

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Funding by Project Phase

Financial assistance for the planning, acquisition, and/or design (PAD) phases of a project will be offered separately from financial assistance for the construction phase of a project. To receive financial assistance for the construction phase, applicants must be ready to proceed to construction (see requirements under Readiness to Proceed). Applicants who complete the PAD phases of a project within three years of closing a PAD loan will receive priority for the construction phase of the project when it is ready to proceed if there are no significant changes that affect the original project rating. If an entity received a loan from the TWDB for the PAD phase(s) of a project listed in the SFY 2011-SFY 2014 IUP, it is not necessary to resubmit any forms unless the information previously submitted has changed. If information has changed, all applicable forms must be resubmitted by the March 1, 2014, deadline. If no forms are resubmitted, the project will be included automatically in the SFY 2015 IUP using the information on the latest PIF on record.

Readiness to Proceed

The TWDB defines readiness to proceed as having obtained all permits, legally required authorizations, and land and water rights; having complied with all engineering and environmental planning review requirements and other TWDB requirements; and design is complete. Readiness to proceed will be used in determining which projects will receive an invitation and which project phases are eligible for funding during the fiscal year. Section 11 above may be used to update a project's readiness to proceed status.